

~~SECRET~~

TAB A

1. SUMMARY ALLOTMENT STATUS RECORD

This record would show the approved allotment, advances against the allotment, available balance. It perhaps would be supported by allotment advices and copies of advance requisitions.

2. CASH ON HAND RECORD

This record would show amount advanced, amount expended, cash on hand. It is a guide to the case officer in supervising the funding of the activity.

3. a. Copy of Approved Project.  
b. Copy of Administrative plans.  
c. Copy of sanitized version transmitted to project principal.

These three groups of documents constitute the basic authority for the implementation and continuing conduct of the project.

4. A check list of the required actions and documents stipulated by the Administrative Plan, showing date of completion and delivery of documents to designated custodian.

5. An envelope or file of required documents stipulated by the Administrative Plan which are to be maintained in the project file.

6. A continuous chronologic log of matters arising for action and of action taken supported by dispatches, cables, and memoranda for the record supporting the log entries.